

~~CONFIDENTIAL~~

Report For Week Ending 28 November 1956  
 from  
 FORMS MANAGEMENT BRANCH

25X1A9A

1. Cable Forms [ ] - Proofs of the Offset Cable Forms 12, 12a and 12a-1 have been received and are being coordinated with the Cable Secretariat. Initial supplies are due in by 15 December 1956.

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2. Form 1K Series [ ] The Form 1K series are presently being revised to provide an offset master in place of the ditto master.

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3. ORR Personnel Record Card and ORR Training Questionnaire [ ] A meeting is being arranged between members of ORR and Mr. [ ] of this branch to discuss the proposed forms in an effort to solve procurement and reproduction problems before finalization of the formats.

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4. Revision of Forms [ ] - Final drafts have been approved and returned for procurement action. The necessary specifications and paperwork will be completed in a day or two and then forwarded to Printing Service Division for printing. The OPI was very appreciative of our assistance on this project.

5. TrainingRecently Completed

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- [ ] - IOC#3
- [ ] - Conference Leadership
- [ ] - Effective Writing

In Process

25X1

- [ ] - IOC#4

COMPLETED ACTIONS SUMMARY					
TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	2	-	1	2	5
Revision 1	-		1	2	4
Reprint	3	5	4	4	16
Total	6	5	6	8	25
					111,000
					18,400
					418,000
					547,400

Obsolete - 9

PENDING ACTIONS SUMMARY					
TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	2	4	7	5	18
Revision 1	-		4	13	18
Reprint	-	-	-	9	9
Total	3	4	11	27	45

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